

ADM-15.04, "Travel Regulations for SCDC Employees," January 1, 2008

SCDC POLICY/PROCEDURE

NUMBER:ADM-15.04

TITLE:TRAVEL REGULATIONS

ISSUE DATE: JANUARY 1, 2008

RESPONSIBLE AUTHORITY:DIVISION OF BUDGET AND FINANCE

OPERATIONS MANUAL:ADMINISTRATION

SUPERSEDES: ADM-15.04 (November 1, 2004)

RELEVANT SCDC FORMS/SUPPLIES: 1-1, 15-27, 19-126

ACA/CAC STANDARDS:4-ACRS-7B-19,4-4066, 4-4094

STATE/FEDERAL STATUTES: 23 S.C. Code Ann. Regs. 19-101 et seq. (1976)

ALL EMPLOYEE TRAVEL MUST CONFORM TO THE RULES, REGULATIONS, AND DIRECTIVES CONTAINED IN THIS POLICY/PROCEDURE. THE FAILURE OF ANY EMPLOYEE TO FOLLOW THESE DIRECTIVES AND PROCEDURES MAY RESULT IN THE DISALLOWANCE OF TRAVEL REIMBURSEMENT.

THE LANGUAGE USED IN THIS POLICY/PROCEDURE DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS POLICY/PROCEDURE DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS POLICY/PROCEDURE, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

PURPOSE: To provide guidelines for the reimbursement of travel expenses incurred by SCDC employees while on official state business in compliance with published guidelines of the South Carolina Budget and Control Board.

POLICY STATEMENT: In order to maintain responsible fiscal management, the South Carolina Department of Corrections (SCDC) will ensure that reimbursement of any travel expenses incurred by SCDC employees while on official state business is made in compliance with regulations and policies set forth by the South Carolina Budget and Control Board, State Comptroller General, and by the South

Carolina Department of Corrections. Employees will be instructed to travel by the most economical means available, with consideration given to the urgency and scheduling of their official duties. (4-ACRS-7B-19,4-4066, 4-4094)

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SPECIFIC PROCEDURES:

## 1. GENERAL PROVISIONS:

1.1 Travel and subsistence expenses, whether paid from state appropriated, federal, or other funds, will be reimbursed only under the provisions specified in these procedures. (4-ACRS-7B-19, 4-4066, 4-4094)

1.2 No expense will be allowed an employee either at his/her place of residence or at his/her official headquarters. When an employee is assigned to work in a particular territory in a different section of the state from his/her official headquarters, expenses may be allowed for necessary travel to and from official headquarters consistent with procedures contained herein.

1.3 SCDC Form 15-27, "Travel Voucher" should be completed in accordance with the written instructions contained in Attachment A and submitted within 45 days (or by July 7 for travel in the fiscal year ending on June 30th).

- 1.3.1 Completed forms will be processed through the Division of Budget and Finance by submitting the following forms and documents:

- SCDC Form 15-27, "Travel Voucher," plus one (1) copy;

- Original receipt, plus one (1) copy;

- Copy of approved out-of-state travel request, where required;

- 1.3.2 Reimbursement vouchers to be paid by funds other than an employee's own budget unit must be routed through the appropriate Budget Unit Manager before submission to the Division of Budget and Finance (example: training or American Correctional Association [ACA] participation). When expenses are to be charged to more than one budget unit, program, or fund, separate forms for each account combination must be used.

1.3.3 All Budget Unit Managers must ensure that funding is available and approve it by signing SCDC Form 15-27 before submitting it for reimbursement. (4-ACRS-7B-19, 4-4066, 4-4094)

1.4 Supervisory personnel will be responsible for ensuring compliance with the procedures contained herein. 2. MILEAGE/VEHICLE RENTAL REIMBURSEMENT:

2.1 Before any employee may collect mileage for use of a privately owned vehicle, s/he must receive written verification that no state vehicle is available for use and must obtain approval from his/her supervisor to use his/her personal vehicle prior to the date of travel. SCDC Form 19-126, "Verification of Non-Availability of State Vehicle," will be used for this purpose. (NOTE: Only those employees who have successfully completed the Defensive Driving Training course offered through the SCDC Training Academy and described in SCDC Policy/Procedure OP-20.02, "Transportation Management," are authorized use of a state vehicle. Therefore, any employee who has not completed this course and uses his/her personal vehicle for travel (regardless as to whether a state vehicle was/was not available) will NOT be reimbursed for mileage pursuant to the directives contained herein.)

2.2 Employees are advised that personally owned vehicles are not covered under the Departments vehicular insurance policy; therefore, employees using their own personal vehicle for official business must ensure that they have adequate coverage under their own personal insurance policy(ies).

2.3 Auto travel will be by the most direct route practicable. The actual cities of departure and arrival must be identified on vouchers, not just the institution names. Reimbursement will ONLY be made for the number of miles reflected between cities on the State Highway System Map of the S.C. Department of Transportation. If the cities of departure/arrival are NOT reflected on this map, employees MUST reflect the actual mileage traveled. Each employees supervisor will be responsible for verifying and signing the employees travel voucher prior to submitting it for reimbursement. Should substantial deviations be noted in the number of miles reflected between cities either by or between employees, an EMPLOYEES SUPERVISOR will be responsible for explaining and approving the deviation on the employees travel voucher prior to signing and submitting the voucher for reimbursement.

2.4 Whenever more than one (1) employee is traveling to the same location, the authorized number of vehicles should be limited to no more than one (1) state vehicle for every four (4) employees.

2.5 A separate entry should be made for travel in the vicinity of a community or city. Only actual miles driven on official state business will be reimbursed.

2.6 Mileage will not be reimbursed unless it exceeds six (6) miles.

2.7 Mileage between the employee's home and his/her place of employment is not subject to reimbursement, except as follows:

2.7.1 When an employee leaves on a business trip directly from his/her home and does not go by the employee's headquarters, the employee will be eligible for reimbursement for actual mileage beginning at his/her residence to the extent that the actual mileage exceeds his/her normal commuting mileage.

2.7.2 When an employee travels from his/her home to a work location other than his/her place of employment and then continues to his/her place of employment, the employee will be eligible for reimbursement for actual mileage beginning at his/her residence to the extent that the actual mileage exceeds his/her normal commuting mileage.

2.8 An employee who uses his/her personal vehicle while traveling on official business will bear the expense of supplies and upkeep. When travel is by a state-owned vehicle, the state will bear the expense of supplies and upkeep, but no mileage will be allowed. When driving a state vehicle, employees are expected to utilize self-service gasoline pumps and state gasoline facilities where available. When traveling on state business, employees are required to use the most economical mode of transportation, with consideration given to urgency, schedules, and safety.

2.9 When an employee is assigned to work a particular territory or district in a different area of the state than his/her official headquarters, expenses may be allowed for the necessary travel to his/her official headquarters.

2.10 Travel from outlying areas to Columbia for the purposes of pre-employment visits, orientation, and/or physical examination will not be reimbursed.

2.11 Orientation, Officer Certification, or Advanced Training: Employees required to attend the SCDC Training Academy for orientation, Basic Correctional Officer Certification Training, or other advanced training will travel by institutional vehicles that are already scheduled for the trip to Columbia. When this mode of travel is impossible, reimbursement will be made for one (1) round trip per week. Employees traveling in personal vehicles from the same area should travel together and request reimbursement for only one (1) vehicle. Lodging and all meals will be provided free of charge at the SCDC Training Academy or as arranged by the SCDC Training Academy, for employees from institutions outside of the Columbia area.

2.11.1 Upon completion of the course, the employee will complete SCDC Form 15-27, "Travel Voucher," and submit it to the institutional training officer.

2.11.2 The training coordinator will review the form for accuracy and forward it to the appropriate Warden/Division Director for approval.

2.11.3 After approval, the voucher will be submitted to the Travel Accounting Section, Division of Budget and Finance in duplicate.

2.12 Any Agency employee who desires the use of a rental car when traveling on official state business must receive pre-approval from the Agency Director. The "Comments" section of SCDC Form 1-1, "Request for Out-of-State Travel," is to be used to request approval of the rental car. The employee must include an estimated cost and justification for the use of the rental car. Rental cars will only be authorized by the Agency Director when the cost of renting the car is more economical than any other mode of transportation. Rental cars are only to be used for legitimate business purposes that require an employee to travel from one location where Agency business is being transacted to another location where Agency business is being transacted. Rental cars are not to be used for purposes of entertainment or for traveling to and from points of arrival/departure when a more economical means of transportation is available (e.g., taxi service, shuttle, etc.).

### 3. PARKING REIMBURSEMENT:

3.1 State-owned Vehicles: Parking fees for state-owned vehicles are reimbursable (receipts are required). Operators of state vehicles who receive a citation for violating a state law concerning motor vehicle operations, i.e., speeding, parking meter violation, etc., must pay the assessed fine.

3.2 Privately-owned Vehicles: Parking fees for privately owned vehicles are generally reimbursable, upon presentation of a paid receipt.

4. MEALS REIMBURSEMENT: Meal costs may be reimbursed up to the maximum allowed by the State when an employee is traveling on official state business. Reimbursements will be limited to the amounts allowed based upon the departure and arrival times as shown in Attachment B to these procedures.

4.1 No meal reimbursement will be allowed when an employee is traveling on a one-day trip (non-overnight).

4.2 When reimbursements are claimed, the times of departure and arrival, the starting points, and the destinations (city names, not institution names) must be shown. If this information is not on the travel voucher, it will be returned and payment will be delayed.

4.3 No reimbursement will be made for meals purchased within the employee's city of official headquarters or residence.

4.4 An employee will not be reimbursed for meals purchased while attending a training class or seminar in his/her city of official headquarters. Employees will be required to attach a copy of the conference/seminar program or agenda to SCDC Form 15-27, "Travel Voucher." See Section 17., below, for additional information.

## 5. LODGING REIMBURSEMENT:

5.1 Reimbursement for lodging may not exceed the maximum lodging rates as established by the U.S. General Services Administration. Contact the Division of Budget and Finance to determine the maximum allowable rate for your destination. Any exceptions must have the written approval of the Agency Director.

5.2 Employees of the same sex are expected to share rooms and obtain government rates whenever possible. The Agency Director will be the only authority allowed to make any exception to the "shared room" provision of this procedure. Any exception must be coordinated prior to the date of travel.

5.3 Consistent with state law, no reimbursement for overnight accommodations will be made within fifty (50) miles of the employee's official headquarters and/or residence.

5.4 Actual and reasonable hotel/motel costs will be reimbursed for a single room or one-half the cost of a double room rate if shared with another employee. If a room is shared, but only one invoice is received, one employee will use the original invoice and second employee will attach a copy of the invoice to their respective "Travel Vouchers." Both employees should reference the other employee's name on their "Travel Voucher."

5.5 An original paid lodging receipt must be attached to the travel voucher.

5.6 All lodging expenses must be paid by the employee and then reimbursed by travel voucher, except as described in Section 5.7, below.

5.7 Any UNAUTHORIZED lodging expense will be the responsibility of the individual.

5.8 Direct Billing: Under limited circumstances only, payment may be made directly to the hotel/motel for an employee's lodging expenses. **PRIOR SPECIFIC APPROVAL MUST BE GRANTED BY THE**

DIVISION DIRECTOR OF BUDGET AND FINANCE BEFORE ANY LODGING EXPENSES ARE INCURRED. A Warden, Division Director, or other higher authority must request approval from the Division Director of Budget and Finance or an approved designee at least three (3) weeks prior to the travel. The travel request must be made for each motel and specific visit. The dates of visit, motel name, motel address, employee(s) authorized for lodging, and the accounting codes to be charged must also be provided. The Division of Budget and Finance will be responsible for notifying the appropriate division or institution Budget Unit Manager of the approval or denial. If approved, a letter will be forwarded to the motel authorizing the direct billing and designating the Budget Unit Manager as coordinator and approving authority for lodging. The Budget Unit Manager will coordinate with the Division of Budget and Finance and the motel to ensure that adequate support for payment is obtained, to include:

- An itemized invoice will be obtained from the motel detailing each room charge by night and preferably by individual.
- If individual folios are not provided, then a listing of employees must be furnished, detailing the dates stayed and the social security numbers of each individual. If bills are individualized, social security numbers must still be provided.
- Motels will be advised and required to mail invoices to: SCDC, Accounts Payable Section, Travel Accounting, P.O. Box 210382, Columbia, SC 29221-0382.

5.9 No charges for meals, telephone calls, or other expenses may be direct billed to the SCDC.

## 6. OUT-OF-STATE TRAVEL REIMBURSEMENT:

6.1 Approval by the Agency Director PRIOR to the execution of such travel is required for the Department to pay and/or reimburse all or part of the cost incurred. To request approval, SCDC Form 1-1, "Request for Out-of-State Travel," must be completed in advance of the travel date and forwarded through organizational channels to the Agency Director. The appropriate accounting codes to be used for payment on other funding sources should be identified on SCDC Form 1-1. A copy of this approved form should accompany the travel reimbursement when submitted to the Division of Budget and Finance.

6.2 All expenses incurred related to an out-of-state trip should be classified as out-of-state travel on SCDC Form 15-27. This includes the days of departure and return.

6.3 Special Note Regarding Out-of-State Travel for Speaking Engagements: For reporting purposes, employees must submit to the Agency Director for approval SCDC Form 1-1, "Request for Out-of-State Travel," prior to accepting any out-of-state job-related speaking invitation regardless as to whether the employee intends to take annual or any other type of authorized leave (i.e., leave without pay) for purposes of attending the speaking engagement.

## 7. AIR TRAVEL REIMBURSEMENT:

7.1 ALL AIR TRAVEL MUST BE APPROVED THROUGH THE OFFICE OF THE AGENCY DIRECTOR.



7.2 Travel by commercial airlines will be required to be by tourist (coach) class except where emergencies or unusual conditions dictate otherwise, in which case an explanation will be given on SCDC Form 15-27. Receipts must be attached. Payment for airline tickets will be made directly to the travel agency if charged to SCDC (see Section 9., below).

7.3 Employees are required to report any accumulation of frequent flyer miles/points received for traveling on state business. Such frequent flyer premiums must be used for subsequent government travel. Employees who accumulate frequent flyer miles on state government travel must use these frequent flyer miles prior to requesting travel funds.

#### 8. TRAVELING BY AUTO WHEN AIR FARE IS THE MOST ECONOMICAL MODE OF TRAVEL

**REIMBURSEMENT:** The current Appropriations Act states that an employee, while traveling on business of the state, is required to use the most economical mode of transportation. Therefore, an employee who elects to drive his/her car for his/her own convenience when more economical modes of travel are available is entitled to reimbursement for:

8.1 Mileage equal to the amount of coach or tourist airplane fare; (When submitting this information on the travel voucher, the actual number of miles driven must be listed on the voucher in the "Auto Miles" column. The amount of coach class air fare will be entered on the voucher in the transaction amount column.)

8.2 Vicinity mileage incurred on official business in lieu of using a taxi;

8.3 Storage fees for an automobile equal to that which would have been incurred if the automobile had been stored at the airport; (This information must be entered in the "Miscellaneous Section" of the Travel Support Document STARS Form #62.) and

8.4 Subsistence which would begin on the date when airplane connections would have required departure and end on the date when airplane connections would have returned the employee to his/her original departure point. (Any period of time which exceeds these guidelines will be at the employees expense and no reimbursement for subsistence will be paid.)

#### 9. USE OF TRAVEL AGENT REIMBURSEMENT:

9.1 At the present time, SCDC maintains an account with the Travel Company. Should an employee desire not to pay for his/her airline tickets for later reimbursement, reservations may be arranged through this travel agency and charged to SCDC. If another vendor is selected in order to provide better pricing or scheduling, the Financial Accounting Branch must be notified.

9.2 The SCDC does not allow hotel/motel charges to be made on a travel agency account.

#### 10. BOARDS, COMMISSIONS, AND COMMITTEES REIMBURSEMENT:

10.1 Members of a State Board, Commission, or Committee whose duties are not full-time, and who are paid on a per diem basis, will be allowed reimbursement for actual expenses incurred at the rates provided for meals, lodging, and mileage while away from their places of residence on official business of the state.

10.2 Maximum subsistence for meals will be determined in accordance with the attached schedule (Attachment B), "Method of Determining Reimbursable Expenses."

10.3 The per diem allowance of all boards, commissions, and committees will be at the rate of \$35.00 per day, provided, that no full-time officer or employee of the state will draw any per diem allowance for service on such boards, commissions, or committees.

#### 11. REGISTRATION FEES REIMBURSEMENT:

11.1 Registration fees should be requisitioned and a purchase order obtained where possible. Any registration fees reimbursed by travel voucher must be supported by an original receipt or canceled check.

11.2 Registration fees should be listed in Object Code "0507" on SCDC Form 15-27 for "In-State" meetings and in Object Code "0517" for "Out of State" meetings. If a registration fee for a single day meeting includes a meal, and the invoice or receipt reflects the meal, the amount of the meal is charged to Object Code "0501" for an "In-State" meeting and Object Code "0511" for an "Out-of-State" meeting. If the registration includes a meal and the meeting requires overnight travel, the state allowance for the meals or meals should be charged to "Meals," Object Code "0501" (in-state) or "0511" (out-of-state), and the remainder charged to "Registration Fees," Object Code "0507" (in-state) or "0517" (out-of-state).

11.3 Meals which are optional and are stated separately from the registration fee may not be prepaid by the Agency. An employee may be reimbursed for optional meals when overnight travel is incurred with approval. In this case, the full amount of the meal, up to the state allowance for that meal, will be charged to "Meals," "0501" or "0511."

#### 12. PORTERAGE AND GRATUITIES REIMBURSEMENT:

12.1 Gratuities are not an allowable reimbursement for state employees, unless paid as a part of a billing for a banquet, luncheon, etc.

12.2 Porterage, in general, is not an allowable reimbursement for state employees. It may be reimbursed when an employee flies to a major city out-of-state where there usually is no option concerning baggage handling. Porterage may also be reimbursed when an employee has heavy, excess equipment needed to conduct official state business.

13. TELEPHONE REIMBURSEMENT: Telephone calls made for official business of the state are reimbursable. Personal telephone calls for whatever reasons, are not reimbursable. A fixed charge by hotel for telephone service may be charged as part of lodging. There must be a notation on the voucher that calls were business related if reimbursement is requested.

#### 14. RECEIPTS:

14.1 When an SCDC employee is in an overnight travel status, original receipts for hotel or motel accommodation must be attached to the voucher before payment will be authorized. Receipts for parking and all other expenses (with the exception of meals) should also be attached.

14.2 Receipts for taxis are not required by the Comptroller General's Office.

14.3 Receipts for registration fees are required.

#### 15. REIMBURSEMENT BY OTHER AGENCY OR ORGANIZATION:

15.1 If a state employee receives reimbursement from an agency or organization with which s/he is involved for travel expenses or services, travel reimbursement from the state is not allowed.

15.2 If such an organization pays a part of the expenses, the employee should request reimbursement from the state only up to actual unreimbursed expenses, not to exceed the state allowance.

16. FOOD SERVED AT CONFERENCES AND MEETINGS: SCDC will NOT serve/pay for or reimburse an employee for any meals or refreshments at conferences or functions, unless the employee is in travel status and the meal/refreshments were not already paid as a part of the employee's registration fees. The following provisions apply:

16.1 Section 4.1, above, meal provision/reimbursement for employees traveling on one-day trips (non-overnight travel), is applicable.

16.2 Before planning any SCDC conferences where food is to be served, the responsible Agency manager must contact the Director, Division of Budget and Finance or the Accounts Payable Supervisor for clearance. Otherwise, payment to vendors for food or employee reimbursements may be denied by the State Office of the Comptroller General.

16.3 Payments to vendors for meals provided at eligible functions must include a description of the purpose of the function and the participants, in addition to the names and the social security numbers of all state employees attending. If any employees are not eligible for meal reimbursements because they are not in overnight travel status, a statement signed by the Agency Director approving their attendance must be attached.

16.4 Employees will be required to submit a conference agenda/program attached to their SCDC Form 15-27, "Travel Voucher," to be reimbursed for any meals under this provision.

#### 17. DEFINITIONS:

Job Related Speaking Engagement refers to any type of speaking engagement to be conducted outside the State of South Carolina in which any aspect of adult corrections is to be discussed by any employee.

Mileage Allowance refers to that rate per mile in lieu of actual expenses for operation of a privately owned automobile. Certain restrictions are prescribed in these regulations about the allowable reimbursement amount.

Per Diem refers to a daily fee given in lieu of an annual salary for members of Boards, Commissions, etc.

Permanent Place of Employment refers to (1) the location of the place of activity where a state employee is regularly assigned and performs work, or (2) the corporate limits of the city or town in which the employees place of work is located. If an employee is not employed in an incorporated city or town, his/her permanent place of employment is his/her place of work.

Residence (actual) refers to the fixed or permanent domicile (home) of a person that can be reasonably justified as a bona fide place of actual residence.

SIGNATURE ON FILE

—

s/Jon E. Ozmint, Director

ORIGINAL SIGNED COPY MAINTAINED IN THE DIVISION OF POLICY DEVELOPMENT.

## ATTACHMENT A

### INSTRUCTIONS FOR COMPLETING SCDC FORM 15-27

#### Travel Voucher

SCDC Form 15-27, "Travel Voucher," will be used to request reimbursement for travel. A copy of the form and instructions for completing this form follow:

- A. (Reserved for later use.)
- B. Enter in your name and social security number.
- C. Enter the date on which the form is prepared.
- D. Enter mailing address.
- E. Enter name/address of official work location: institution, division, or branch name and city.

F. Enter fund, budget unit, and program account codes to be charged. Only one combination of codes may be used per document. If expenses are to be charged to multiple accounts, separate forms must be completed.

G. Each line of entry must be dated by month and day of the travel.

H. The column labeled "DEP/ARR" will be used as follows: The "DEP" is used to indicate departure from official headquarters or other point of travel; the "ARR" is used to indicate arrival back at the individuals official headquarters or other destination. "DEP/ARR" times will determine eligibility for meals as per Attachment B.

I. Enter the time of day (plus A.M. or P.M.) only for departures and arrivals.

J. The description of travel block should show each departure point and destination on a separate line. Use city names, not institutional abbreviations. Refer to Section 2.3 for important information. Vicinity travel, if any, must be included as a separate line of entry and must be verified and approved by the employees supervisor in order to be authorized as reimbursable.

K. Separate codes for In-State travel and Out-of-State travel are provided. The destination of the trip will determine the classification (1 In-State, 2 Out-of-State) of all expenses related to the trip. Enter in-state travel on a line and record code 1. Enter out-of-state travel on a separate line with code 2. The applicable expenses for each classification will be recorded on the appropriate line.

L. The auto miles column is for the distance traveled between points in a privately owned vehicle. If applicable, this distance MUST correspond exactly to the South Carolina Department of Transportations official map mileage. Vicinity travel, if any, must be included as a separate line of entry and must be verified and approved by the employees supervisor in order to be authorized as reimbursable. The mileage should be totaled and entered in the space marked "V," multiplied by the current mileage allowance (W).

M. Per diem will only be used by Board members or other authorized non-employees of the Department of Corrections. The daily rate must be shown on the day it is earned and the total entered in block "M."

N. The meals column is designed so that the combined daily expenditures for all meals for which the individual is eligible can be listed. Reimbursement limits per meal and for each day are explained in Section 4. through 4.4, and are further described in Attachment B.

O. Enter the daily amount spent for lodging and attach a paid receipt to the upper left side of SCDC Form 15-27.

P. Expenditures for commercial airline tickets are entered in this block. Receipts must be attached. See Sections 6. through 6.3 and 7. through 7.3, for information.

Q. The "other transportation" column is used to claim reimbursement for bus, taxi, limousine, subway, or railroad costs. The total of this column is entered in this block. Receipts for non-vicinity travel must be attached.

R. Miscellaneous expenses should be entered in this column. They include, but are not limited to, parking fees for state or personal vehicles incurred while on official business, airport storage parking for personal cars, and business telephone calls. Receipts must be attached for parking fees and should be included for telephone calls. Note on the form that calls were for business.

S. Enter expenses for registration fees paid by the employee. See Sections 11. through 11.3., of Specific Procedures for further explanations regarding registration fees involving meals and/or lodging. Attach receipts.

T. Enter the total of amounts in the columns per diem - registration fee (M-S) (exclude auto miles).

U, V,& W. Enter the total miles traveled in auto miles column - (U). Multiply the total number of miles times the approved rate - (V). Enter this amount as (W). (See Section 2.3 for information on calculating mileage traveled.)

X. Total in-state expenses for each column and enter.

Y. Total out-of-state expenses for each column and enter.

Z. Enter Sum of Amounts in all columns - In-State.

AA. Enter the sum of amounts in all columns - Out-of-State.

BB. Total of amounts in blocks (Z) and (AA).

CC. The person claiming reimbursement will sign on the line for the employee.

DD. An authorized official will approve on the line below. Please do not use black ink when signing.

EE. Appropriate authorized division or institution budget unit manager must approve the voucher and ensure that funds are available before submitting it to Financial Accounting Branch.

FF. Any employee who received a travel advance should fill in the amount of advance received when preparing Form 15-27 upon returning. Refer to Section 16., for further information.

ATTACHMENT B

## METHOD OF DETERMINING REIMBURSABLE EXPENSES

MEALS: In determining the maximum amount of reimbursement for meals, the following time schedule will be adhered to:

If Departure Time is:	And if Return Time is:	In-State	Out-of-State	In-State Totals	Out-of-State Totals
A. Before 6:30 A.M.	1. After 11:00 a.m.  (Breakfast)	\$ 6.00	\$ 7.00	\$ 6.00	\$ 7.00
	2. After 1:30 p.m.  (Lunch)	\$ 7.00	\$ 9.00	\$13.00	\$16.00
	3. After 8:30 p.m.  (Supper)	\$12.00	\$ 16.00	\$25.00	\$32.00
B. 6:30 a.m. or after  and before  11:00 a.m.	1. After 1:30 p.m.  (Lunch)	\$ 7.00	\$ 9.00	\$ 7.00	\$ 9.00
	2. After 8:30 p.m.  (Supper)	\$12.00	\$16.00	\$19.00	\$25.00

C. 11:00 a.m. or after  and before  5:15 p.m.	1. After 8:30 p.m.  (Supper)	\$12.00	\$16.00	\$12.00	\$16.00
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NOTES: When a state employee is traveling in or out of the state on official state business, the following maximum reimbursement will apply.

1. The time limitations for breakfast will not apply for overnight trips when returning early in the morning.
2. Actual hotel/motel costs will be reimbursed for a single room rate or one-half the cost of the double room rate if shared with another state employee. A paid receipt must be attached to the employees travel voucher.

MILEAGE: Mileage reimbursement will be as follows (refer to Section 2 in SCDC Policy/Procedure ADM-15.04 for additional information):

- No SCDC vehicle available - rate is established by the State Comptroller General;
- SCDC vehicle is available - no mileage reimbursement is authorized.